

General Instructions for Obtaining a Real Estate Appraiser Certified General License

Please submit the following with your application:

- \$100.00 application fee
- Completed application which includes the Experience Credit Reporting Form, Experience Summary Sheet, and Appraisal Log Sheet. The log, containing 3000 hours of work reported in the given format, must include the name, license number, and signature of the applicant as well as the supervisor. A minimum of 2000 of these hours must be in the general category.
- Fingerprint background check
- Official transcript from an approved provider* showing a minimum of 300 hours of education in the following courses:
 - **Basic Appraisal Principles 30 hours**
 - **Basic Appraisal Procedures 30 hours**
 - **National Uniform Standards of Professional Appraisal Practice 15 hours**
 - **General Appraiser Market Analysis and Highest and Best Use 30 hours**
 - **General Appraiser Site Valuation and Cost Approach 30 hours**
 - **General Appraiser Sales Comparison Approach 30 hours**
 - **General Appraiser Report Writing and Case Studies 30 hours**
 - **Statistics, Modeling, and Finance 15 hours**
 - **General Appraiser Income Approach 60 hours**
 - **Appraisal Subject Matter Electives 30 hours**

*These courses may be taken in a classroom setting or they may be taken online. The course approval information can be found at www.appraisalfoundation.org. Click on Education Programs→AQB Course Approval Program→AQB Approved Real Property Courses→Download the pdf. Please review the information

listed here for providers and courses available. If the provider or course that you are interested in is not found on this list, it is not an approved course.

- A Bachelors degree or higher from an accredited college or university is required and an original transcript from this institution must be submitted with the application. If you so not have a degree, you must have taken a minimum of 30 semester hours in the following subject matter courses:
 - **English composition**
 - **Microeconomics**
 - **Macroeconomics**
 - **Finance**
 - **Algebra, geometry, or higher mathematics**
 - **Statistics**
 - **Business or real estate law**
 - **Introduction to computers, including word processing and spreadsheets**
 - **Two (2) elective courses in any of the following:**
 - A. Accounting**
 - B. Geography**
 - C. Ag-economics**
 - D. Business Management**
 - E. Real Estate**

Once all required items are submitted, the application will be reviewed and samples of appraisals from the log you submit will be requested. You will be instructed to submit samples by email in pdf format as well as hard copies by mail for the application file. The Board will review the application and the samples of work submitted. If acceptable to the Board, the application will be approved and a letter will be emailed to the applicant stating that he/she is eligible to sit for the certified general exam. This letter will also explain how to register for the examination.

Once the applicant has passed the Certified General Exam given through Pearson Vue, the following should be submitted to the Board:

- **Original exam score sheet**
- **License fee of \$160.00 if submitted in an even year or \$135.00 in the odd year**